

READVERTISEMENT

***See changes in education and experience and
Supplemental Question**

**State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604**

VACANCY ANNOUNCEMENT

June 13, 2007

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TITLE:	CHIP Program Analyst
POSITION NO:	71109
LOCATION:	Health Resources Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	15
STARTING SALARY:	\$33,460 - \$46,800 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, June 27, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: A position description is available and may be requested from CHIP by calling 1-877-543-7669.

TYPICAL DUTIES: This position completes policy analysis and researches complex budgetary, financial and service impacts for the Children's Health Insurance Plan (CHIP) program. The incumbent will design, implement, and analyze data collection and evaluation schemes for medical services administered by CHIP (e.g. physician, clinic, surgical, laboratory and radiological, pharmacy, inpatient and outpatient hospital, mental health, substance abuse, vision, audiological services, etc.).

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of management and financial principles; budget preparation; state and federal CHIP requirements; state budget management processes; statistical analysis; government

budget and accounting principles; computer systems and statistical analytical software including Statewide Accounting and Budgeting and Human Resource System (SABHRS), MMIS, etc.; mathematical forecasting techniques for expenditures, medical benefit utilization, and contract negotiation; fiscal management practices; and general management practices including setting goals, developing procedures, establishing measurable objectives and outcomes, and developing work plans and priorities.

Skills: Skill in written and oral communication; and negotiation and conflict resolution.

Abilities: Ability to work independently; design and implement analyses; research; and create innovative solutions.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in business (i.e. accounting, financial management, statistics, etc.) or a health related field **AND** two years of progressively responsible professional experience in insurance, health policy or a related field; **OR** Master's degree in same fields as above **AND** one year progressively responsible professional experience in insurance, health policy or related field. Experience with computer software applications such as word processing, spreadsheet, database and query programs is preferred. Relevant professional experience may be substituted for formal education on a year-for-year basis. Other equivalent combinations of education and experience will be evaluated on an individual basis.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be submitted at time of interview; and**
4. Supplemental question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services

TITLE: CHIP Program Analyst

POSITION: #71109

LOCATION: Health Resources Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Describe a recent project which required you to conduct complex financial and/or policy analysis. Include a description of the challenges you encountered and how you responded to those challenges.